

## Process flow HR DISC

1. Employer Sign – up
2. Verify Email
3. Sign- in
4. Complete Organizational Set-Up [ Upload - Company Logo, Organization Structure (csv file) Work days(tart& End times)]
5. HRM completes KYC [ photo & signature]
6. Invite employees to on-board using the bulletin(Messages)
7. Employee signs up & completes KYC [ Personal Details passport photo, medical forms(optional)]
8. Employee applies to be added to employee Master file
9. HRO matches Employees on data base to Vacant positions and submits for approval to HRM
10. HRM approves appointment
11. Disk generates letter notifying employee of their appointment [Letter signed by HRM]
12. HRO uploads Deductions [up-loadable CSV file for employee specific deductions]  
Please note that statutory deductions are hard coded for each tax jurisdiction . The deductions being discussed here are in favour of third parties who are registered with the organization. Further note that salary advances are auto generated.
13. The Pay-roll is submitted to HRM/Payroll Manager for approval
14. The Final run of Payroll is done and populates on database and notifies employee after approval

